



**PSYC 2317 Statistical Methods in Psychology
Spring 2024**

Instructor: Dr. Jay Murphy
Section # and CRN: P02; 23637
Office Location: Room 214, Juvenile Justice and Psychology Building
Office Phone: (936) 261-5220
Email Address: jemurphy@pvamu.edu
Office Hours: MWF: 1200-1300; 1500-1600; TR: 1130-1500* *or by appointment
Mode of Instruction: Face to Face

Course Location: Room 260, Juvenile Justice and Psychology Building
Class Days & Times: MWF 1400-1450; 16 Jan- 8 May 2024
Catalog Description: Introduces basic statistical concepts and the relevance of statistics in the everyday life. Explores the fundamentals of descriptive statistics, elementary probability and sampling methods, and distributions. The student will be introduced to computer applications such as Statistical Package for the Social Sciences.

Prerequisites: None
Co-requisites: None

Required Text(s): None

Software used in course: R and RStudio ([RStudio Desktop - https://posit.co/download/rstudio-desktop/Posit](https://posit.co/download/rstudio-desktop/Posit)) Free IBM SPSS Statistics (Version 28) On school Computers

Recommended Text(s): None

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Explain how data are organized, summarized, interpreted, and communicated to others.	1. (B)	Communication Skills
2	Compute and interpret descriptive and inferential statistics.	2. (C)	Empirical and Quantitative Skills
3	Discuss descriptive and inferential statistics found within journal articles.	3. (A)	Critical Thinking Skills
4	Identify the appropriate statistics for different types of data.	4. (A)	Critical Thinking Skills
5	Analyze data using the Statistical Package for Social Sciences (SPSS).	5. (C)	Empirical and Quantitative Skills
6	. Draw valid inferences based on data by using appropriate statistical methods.	6. (B)	Communication Skills

Major Course Requirements

****Syllabus is subject to change. If for some reason, an assignment is not extended to the class due to time restrictions or other reasons, then the final grade will be based on the percentage of points earned compared to those assigned.****

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1) Exams	4 Exams: 120 points each	480
3) Quizzes	11 Quizzes: 15 points each	165
4) Assignments	11 Assignments: 20 points each	220
5) Attendance	100 points, absence – 20 points	100
Total:		965

Grading Criteria and Conversion: No further rounding will be applied

A = 89.5-100%

B = 79.5-89.4%

C = 69.5-79.4%

D = 59.5-69.4%

F = <=59.4%

NOTE: points listed will not be adjusted and account for rounding. Your final grade is what YOU earn. Do not ask me to adjust your grade at the end of the semester. It is my policy that I will NOT give any extra points or extra credit on individual basis.

Detailed Description of Major Assignments:

- 1) Exams:** There will be four exams in this course, three during the class and one final. The first three exams are not cumulative but only cover the material since the last exam. The final exam is cumulative and you will just be given several data sets and you will be asked to run the appropriate analysis on the data and be asked questions about the analysis. Each exam will have 40 multiple-choice questions covering key terms, concepts and application of the material covered. Each question will be worth 3 points for a total of 120 points per exam. You will be given 2.5 min per question, so you will have 100 min to complete the exams (some questions will be easy, others will require you to do calculations). The exams will be taken through Canvas and on exam days there will be no class scheduled. The exams will be open for 24 hours the day of the exam. Due to the online aspect of the exams, only extreme instances will result in a makeup (approved absence per Academic Catalogue).
- 2) Quizzes:** There will be 11 quizzes in this course, one per chapter (generally). Each quiz will contain 15 questions each worth 1 point, for a total of 15 points per quiz. The quizzes will be taken online through Canvas and will be open from the end of the class period through the end of the next day.
- 3) Assignments –** Empirical and Quantitative Skills will be demonstrated by student performance on 12 homework assignments (see course schedule below). Students will be evaluated on the ability to compute and interpret descriptive and inferential statistics. You will be required to complete weekly homework assignments using the online interface, Canvas. You will be required to use either *IBM Statistics (or SPSS)* or R Studio to complete some of the assignments during class, available in most on-campus computing facilities. You will be introduced to R software as well. Assignments must be submitted through Canvas for me to grade, but you should bring a copy to class to work through the problems. **Late work will not be accepted!!!**

Course Materials

Hardware

Hand Calculator with a square root function: The simplest calculator you can get with a square root function, the better. There is no need for anything sophisticated (a small, solar-powered one works best, \$10-15). You can also

use graphing calculators with statistical functions like mean and standard deviation or memory functions, but this is not required. Cell phone calculators are not an acceptable substitute and don't do many of the course's tasks. On exams and quizzes, you may bring and use an old-fashioned (non-graphing) calculator. The student should not use cell phone calculators during exams.

Portable or online storage: You will need a way to save files (portable USB drive, Dropbox, or Cloud drive).
Personal Laptops, mobile devices: While laptops are permitted and will sometimes be used in lectures, there will be times when the instructor will limit their use. These devices should always be MUTED during class or lab, and **no headphones are allowed.**

Course Procedures and Additional Instructor Policies

Software

The software used in this course is primarily R and RStudio. These Freeware (\$0.00) programs are available for download at: <https://posit.co/download/rstudio-desktop/>. The R software package can be downloaded onto any Mac or Windows laptop. Some Chromebooks are able to get the software on them going through the Linux system, but that seems to be a case by case. Follow the instructions to download and install R first, and then step two of downloading and installing RStudio. A class file with more detailed instructions will be provided in Canvas. We will also introduce you to IBM SPSS, which is a licensed software, but that will be on the school computers at no cost to you. Despite the use of software, if you are truly software adverse, it is possible to go through the course using long-hand formulas and a calculator, but it is highly not recommended.

Course Procedures and Additional Instructor Policies

This is a face-to-face course. The course is primarily taught through the RStudio software with each chapter having a downloadable file as an R-script that opens in RStudio. These scripts can be edited by you during class to take notes, make corrections, or interact with the formulas and run the data real time with the lesson. You will also be shown how to create your own notes and formulas page for use on Quizzes and Exams. If you do not have a personal computer that can run the software, the school computers have the software installed on them and you are free to use a thumb drive to save your data or just use the same computer throughout the course. Homework assignments are printed out and handed out at the end of each chapter. All quizzes and exams are taken online through Canvas. Other course materials are available via Canvas and can be downloaded as necessary. The typical class structure will consist of learning modules, which include:

- R-Scripts
- Homework Assignments
- Exams, and Quizzes

You will have assigned deadlines, and work must be submitted on time. As stated previously, there is no make-up work allowed in this class unless you have an approved University excused absence. At the end of each semester, I get flooded with student emails asking what can I do to bring up my grade. Let me answer that for you now at the beginning. Come to class, and turn in all your assignments.

Course Communication

I will be communicating with you regarding grades and assignments. If you need to get in touch with me, the best method is via email. Generally, I will reply to emails within 24 hours and students can expect feedback and grading on assignments and exams within one week, unless otherwise noted. Students may also post questions about the course on the Canvas Inbox. These questions will be answered within 24 hours.

If you are having trouble with this course or its material, you should contact me via email to discuss the issues.

Announcements will be posted to this course whenever necessary. If there is any other information I think is essential, I will send it to the email address you have in Canvas. It is your responsibility to ensure that your email account works appropriately to receive email.

Below is how you check your email address in Canvas:

- _Access Canvas
- _Click your name on the main Canvas navigation panel on the left
- _Review your email address. By default, Canvas uses your university-issued email address

Course Procedures or Additional Instructor Policies

My expectations: You are expected to dress and act professionally. I expect everyone to be courteous and respectful to each other especially with those who have differences in opinion. There will be no use of profanity or obscene language in my classroom. I expect you all to treat each other with respect. Additionally, I do not want anyone to have out or use their phones during class as I see that as being disrespectful to myself and other students. I understand that some like to take notes on their computers and that is fine but I ask that you refrain from any activities other than class work while using your laptops. We may use research examples that incorporate sensitive topics. Please remember that this is not a political course, but a science course. If we address a topic that you may be offended by, please let it be known before an offense is made. Otherwise, if these topics come up, it is my intent to bring these topics up in a realistic and scientific way that you may encounter in statistics. The point is not necessarily to discuss the topics, but to see how to approach it as a psychologist, and scientist. Sometimes the hardest thing to do is to identify and correct for our own biases.

Attendance: Attendance is mandatory. Attendance will be taken as often as time permits in class. I will only hold people accountable for the days that attendance is called. Everybody starts with perfect attendance and a grade of 100. For each absence 20 points will be deducted from the final attendance grade. This means that five absences equate to a zero for attendance. If an emergency comes up, notify me as soon as you can. If there are any illnesses or other issues, to be excused, the absences must be documented according to the Academic Catalogue. **However, if you have one or no absences, you will be given 20 points extra credit! If you arrive after attendance is called, you will be marked late depending on how late you are. Four late-shows will equal one absence. So, please be on time. **Attendance is NOT based on your attendance percentage in Canvas.****

Make-up work: In general, there is no make-up work allowed. If you have a documented excused absence according to the Academic Catalogue, you will be able to make-up the quiz for that day. Regular assigned work with published due dates will not have those dates adjusted. ****In all cases, even with an approved University excuse, the responsibility is on the student to make arrangements to make up quizzes, exams or homework assignments within 7 calendar days of the excused absence period or provide documentation within 7 days of an absence that it is excused.**** The end of the semester is not the time to try to provide excuses for all your absences and make up assignments missed. Please stay on top of your work.

Communication: Email is my preferred means of communication with students. I teach several courses and there are many more of you than there are of me. So, please when you send me an email, put at the top of the email the course you are in. Also, please write your emails in a professional manner. Meaning, address the person you are sending the email to, write your message, and then sign your name at the bottom. I will do my best to respond within 24 hours during the school week. If you send me something on the weekend, I will do my best to respond by that next Monday. I try to give my wife and children my full attention on the weekends.

Course Schedule

Date	Topic	R-script/Reading	Assignment
17-Jan	Syllabus, R, Frequency Distributions	Syllabus	Install R
19-Jan	Installation of R and Rstudio	Install Instruction	
22-Jan	Basics of R and R-Studio	C1	
24-Jan	Reintroduction of Formulas	C2	PEMDAS
26-Jan	Central Tendency	C3	Assignment 1
29-Jan	Central Tendency		Quiz 1
31-Jan	Standard deviation and Variance	C4	Assignment 2
2-Feb	Standard deviation and Variance		Quiz 2
5-Feb	Z scores	C5	Assignment 3
7-Feb	Z scores, Standardized Distributions	C5	Quiz 3

9-Feb	Exam 1	No Class	Exam 1
12-Feb	Distribution of Sample Means	C6	
14-Feb	Distribution of Sample Means		
16-Feb	Hypothesis Testing	C7	Assignment 4
19-Feb	Hypothesis Testing		Quiz 4
21-Feb	Single sample T-test and effect size	C8	Assignment 5
23-Feb	Single sample T-test and effect size		Quiz 5
26-Feb	Effect Size and Directional Hypotheses	C9	Assignment 6
28-Feb	Effect Size and Directional Hypotheses		Quiz 6 (C9)
1-Mar	Exam 2	No Class	Exam 2
4-Mar	<i>t</i> Test for two Independent Samples	C10	Assignment 7
6-Mar	<i>t</i> Test for two Independent Samples		Quiz 7
8-Mar	<i>T-test review and practice with SPSS</i>		
11-15 Mar	Spring Break	No Class	
18-Mar	<i>t</i> Test for two related Samples	C11	Assignment 8
20-Mar	<i>t</i> Test for two related Samples		Quiz 8
22-Mar	Analysis of Variance	C12	
25-Mar	Analysis of Variance		Assignment 9
27-Mar	Post Hoc Tests and More about ANOVA		Quiz 9
29-Mar	Good Friday	No Class	
1-Apr	Repeated Measures Analysis of Variance	C13	
3-Apr	Repeated Measures Analysis of Variance		Assignment 10
5-Apr	Exam 3	No class	Exam 3
8-Apr	Two factor ANOVA	C14	
10-Apr	Two factor ANOVA		Assignment 11
12-Apr	Two factor ANOVA		Quiz 10
15-Apr	Pearson Correlation	C15	Quiz 11
17-Apr	Using and Interpreting Pearson Correlation		Assignment 12
19-Apr	Hypothesis Testing with Pearson Correlation		Quiz 12
22-Apr	Spearman Correlation	C16	Assignment 13
24-Apr	Spearman Correlation		Quiz 13
26-Apr	Final Exam	No class	Final Exam
11-May	Commencement		

Student Support and Success

John B. Coleman Library

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: <https://www.pvamu.edu/library/>; Phone: 936-261-1500

Academic Advising Services

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. Phone: 936-261-5911

The University Tutoring Center

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (<https://www.pvamu.edu/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/pvplace/>). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pv tutoring@pvamu.edu; Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

Writing Center

The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: <https://www.pvamu.edu/student-success/writing-center/>; Grammarly Registration: <https://www.grammarly.com/enterprise/signup>

Academic Early Alert

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <https://www.pvamu.edu/student-success/early-alert/>

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: <https://www.pvamu.edu/healthservices/student-counseling-services/>

Office of Testing Services

Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: www.pvamu.edu/testing

Office of Diagnostic Testing and Disability Services

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If

you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: <https://www.pvamu.edu/disabilityservices/>

Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit:

<https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website:

<https://www.pvamu.edu/sa/departments/veteranaffairs/>

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: <https://www.pvamu.edu/studentengagement/>

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>

University Rules and Procedures

Academic Misconduct

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

Forms of Academic Dishonesty:

1. **Cheating:** Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. **Plagiarism:** Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
 - o To avoid plagiarism, you must completely reword someone else's work into your own words and still give them credit for their concepts or ideas by citing them using in-text citations and referencing them in the reference section according to APA standards. I do not accept quotations in papers as a means of avoiding this requirement. Intellectual honesty is vital to an academic community and for my fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the University's academic regulations. You may not engage in unauthorized collaboration or make use of ChatGPT or other AI composition software. Using these tools without my permission puts your academic integrity at risk.
3. **Collusion:** When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. **Conspiracy:** Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. **Multiple Submission:** Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

Nonacademic Misconduct

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

Sexual Misconduct

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at www.pvamu.edu/titleix, including confidential resources available on campus.

Pregnancy, Pregnancy-related, and Parenting Accommodations

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations.

Non-Discrimination Statement

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

Netiquette (online etiquette)

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message

might be taken seriously or sound offensive.

Video Conferencing Etiquette

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

Technical Support

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.
- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.